

Statutes of the Language Center

at RWTH Aachen University

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Now Issued in Their 2nd Revised Version,

Dated May 14, 2023,

Published as a Complete Version

Please note: This publication is an English translation. Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.

Based on § 2 (4) and (29) of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz- HG) in the version of the announcement dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia p. 547), most recently amended by Article 1 of the Act on Membership of University Hospitals in the Employers’ Association of North Rhine-Westphalia dated June 30, 2022 (GV. NRW p. 780b), RWTH Aachen University (RWTH) has issued the following statutes:

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§ 1 Legal Status

The Language Center is a central operating unit of RWTH Aachen University pursuant to § 8 (2) of the current version of the Bylaws of the Rectorate of RWTH Aachen University dated September 21, 2007. It reports to the Rectorate.

§ 2 Responsibilities and Tasks

- (1) The foreign language courses offered by the Language Center are, as a rule, free of charge for students if stipulated by their degree program, as specified in accordance with the regulations in the Higher Education Act and the relevant examination regulations. The Language Center also offers other services for which a fee is charged.
- (2) On behalf of RWTH, the Language Center is responsible for carrying out the following tasks:
 - a) Providing and coordinating University-specific and subject-related language training for students and employees of RWTH in accordance with the respective available personnel resources, technical facilities, and budgetary funds;
 - b) Organizing and implementing the German language exams for university admission (DSH) or according to TestDaf or an equivalent procedure and awarding the corresponding certificates;
 - c) Offering German courses independently of RWTH's courses of study as part of university partnerships;
 - d) Offering preparatory courses for new applicants to RWTH;
 - e) Offering language courses based on agreements with individual faculties and/or the Central University Administration;
 - f) Conducting the exams required as proof of language proficiency in the examination regulations for bachelor's and master's degree programs at RWTH;
 - g) Assessing language skills and issuing language certificates for academic stays abroad;
 - h) Preparing the courses and exams tailored to each academic year.
- (3) The course and exam offerings pursuant to paragraph 2 (h) shall be prepared in consultation with the Advisory Board.
- (4) Further tasks may be assigned to the Language Center in agreement with the Rectorate after the faculties have been consulted. The same applies to a reduction in tasks.
- (5) The Language Center may charge fees for courses and services. This regulation applies to services based on separate requests, such as specialized/language courses not already included in the Language Center's regular offerings.
- (6) The final scope of services according to paragraph 2 shall be determined by agreement with the requesting faculties and institutions, in consultation with the Advisory Board and the Rectorate, after the specific needs have been determined.

§ 3 Organizational Structure

The Language Center is subdivided into the following program areas: German as a Foreign Language, Modern Foreign Languages, English, and Writing Center.

§ 4 Administrative Bodies

The administrative bodies of the Language Center are:

- the Managing Director,
- the Governing Board,
- the Advisory Board.

§ 5 The Managing Director

- (1) The Language Center shall be headed by a full-time Managing Director. They report to the Rectorate and are accountable to it.
- (2) In urgent matters, they may make provisional decisions that require later confirmation by the Governing Board.

§ 6 Responsibilities and Tasks of the Managing Director

- (1) The Managing Director shall manage and administer the Language Center. They shall convene the meetings of the Governing Board and ensure that they are held.
- (2) The Managing Director shall report regularly to the Governing Board on all matters of importance to the Language Center, in particular on decisions of other bodies of the University, which are of importance to the Language Center.
- (3) The Managing Director may entrust an employee of the Language Center with executing individual management tasks.
- (4) They manage the day-to-day business of the Language Center and have, in particular, the following tasks, responsibilities, and rights:
 - a) Representing the Language Center within and outside the University;
 - b) Chairing the meetings of the Governing Board;
 - c) Executing the decisions of the Governing Board;
 - d) Assigning the tasks to the different language areas;
 - e) Submitting proposals to the Governing Board regarding the design of the instructional program, the technical equipment of instructional and service areas, and the filling of positions;
 - f) Issuing directives to the employees of the Language Center.

§ 7 The Governing Board

- (1) In addition to the Managing Director and/or their deputy, the Governing Board of the Language Center shall include one representative from each program area. These are appointed by the Managing Director and/or their deputy. The Board meets at least once a semester
- (2) The meeting shall be chaired by the Managing Director of the Language Center.
- (3) For its work, the Governing Board may consult other employees of the Language Center (e.g. for the review boards entrusted with specific subject-specific management tasks), other University employees, and external experts.
- (4) The Governing Board shall elect a deputy to the Managing Director on the proposal of the Managing Director. The election requires the approval of the Rectorate and the Advisory Board.
- (5) The Governing Board shall decide on any necessary expansion or possible reduction of the services offered by the Language Center after prior consultation with the Advisory Board and the faculties and in agreement with the Rectorate.
- (6) The Governing Board shall accompany and coordinate the work processes of the review boards and control and secure their results.

§ 8 The Advisory Board

- (1) The Advisory Board shall consist of a maximum of ten members. Its members are:
 - a) the Vice-Rector for Teaching and Learning;
 - b) the Managing Director of the Language Center;
 - c) the department head of the International Office;
 - d) a dean;
 - e) a dean of academic affairs;
 - f) the chairperson of the General Student Committee (AStA);
 - g) one representative from the group of students;
 - h) one representative from the group of academic staff;
 - i) one representative from the group of technical and administrative staff;
 - j) one representative from the staff of the Language Center.
- (2) The members pursuant to paragraph 1 letters d), e), g), h), i) and j) shall be appointed by the Rectorate upon proposal of the respective group. Their term of office is two years. The term of office of the member from the group of students is one year.
- (3) The Advisory Board shall elect a spokesperson from among its members. This individual convenes the Advisory Board at least once a semester after consultation with the Managing Director of the Language Center.

§ 9 Responsibilities and Tasks of the Advisory Board

- (1) The Advisory Board has the following tasks in addition to those specified in §§ 2 and 7:
 - a) Identifying what interests the Language Center users may have,
 - b) Preparing proposals for the regulations governing the Center's use,
 - c) Mediating in cases of conflict.
- (2) The Advisory Board shall advise the Governing Board of the Language Center. It shall be informed in an appropriate manner about funds management and personnel decisions. The Advisory Board of the Language Center shall make recommendations and state their position on:
 - a) General guidelines for operating the Language Center and making improvements to it,
 - b) Planning and using budgetary resources.

§ 10 Language Lab

- (1) The Language Center operates a language lab.
- (2) This language lab is open to all members of RWTH within the scope of availability. In addition, the Managing Director of the Language Center may permit use by members of RWTH as part of a partnership.
- (3) The use of the language lab shall be governed by its own rules of use, which shall be drawn up by the Governing Board of the Language Center and approved by the Rectorate after consultation with the Advisory Board and the Language Center instructors concerned.

§ 11 Fees

- (1) The fees are regularly adjusted by resolution of the Advisory Board, particularly taking into account personnel costs. The final price of courses offered by the Language Center depends on the overall scope of the course (teaching units, conception, number of participants, preparation of materials, etc.) as well as the status of the participants (members of RWTH vs. all other participants).
- (2) The costs and the terms of payment for any courses offered by the Language Center for a fee are regulated by contract with the participants.
- (3) The fees for copies of certificates or diplomas are set out in the current version of the University Charges Regulations, originally published on July 25, 2011.

§ 12 Examination Authority

The examination authority is the examination board defined in the degree program or subject-specific examination regulations for the degree program in which an exam has been completed or is to be completed.

§ 13 Entry Into Force and Publication

These statutes shall be published in the official announcements of RWTH Aachen University ("Amtliche Bekanntmachungen") and enter into force on the day after publication.

Issued based on the decision of the Rectorate from May 4, 2023.

It is pointed out that, in accordance with § 12 (5) NRW HG, any claims regarding a violation of procedural or formal requirements of the regulatory or other autonomous rights of the University may no longer be asserted after one year has elapsed since the official publication of this announcement unless:

- (1) the announcement has not been properly published,
- (2) the Rectorate has objected, prior to publication, to the decision of the committee adopting the regulations,
- (3) the University has been previously notified about the defect of form or of procedure in a complaint, specifying the infringed legal provision and the fact which gives rise to the defect, or
- (4) the legal consequence of the exclusion of complaints was not pointed out in the public announcement.

The Rector
of RWTH
Aachen University

Aachen, May 14, 2023,

sgd. Rüdiger
Univ.-Prof. Dr. rer. nat. Dr. h. c. mult. Rüdiger